



## **RYDE TOWN COUNCIL**

### **TENDERING DOCUMENTATION FOR ST THOMAS'S CHURCH, RYDE FOR NETWORK RYDE STAINED GLASS & LEADED LIGHT CONSERVATION. EAST WINDOW.**

**Issue date: 25/01/2023**

**Return date:17/02/2023**

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### **Background**

#### **RYDE TOWN COUNCIL**

Ryde Town Council is a progressive, forward-thinking town council looking for opportunities to benefit and support the town's diverse community. Ryde Town Council provides a wide range of services to the town including: Running Ryde Marina, Community Events, Civic Events, Maintaining Public Facilities, Allotments, Skate park, Network Ryde.

## **Facilities, building and areas.**

### **ST THOMAS' CHURCH – OVERVIEW**

The building known as Ryde Heritage centre was formerly St Thomas' Church and is a Grade II listed building. It was built by Thomas Player in 1719 and rebuilt in 1827 by George Player in the rudimentary gothic style with tall windows and perpendicular tracery. The church was in use until 1959 as a place of worship when its doors were closed for the final time. Since that time it has been used as a Heritage Centre and for temporary exhibitions, but has remained empty for at least the last ten years. Ryde Town Council purchased the disused building in January 2021. Ryde Town Council owns the St Thomas Church building and land surrounding it on a Freehold basis

The site covers 1,066 m<sup>2</sup> (11,474 ft<sup>2</sup> just over a quarter of an acre) and the building has footprint of approximately 447 m<sup>2</sup> (4811 ft<sup>2</sup>). The building itself comprises the main area of worship with some original pews still in place. The main area on the ground floor covers approximately 340m<sup>2</sup> (3,659 ft<sup>2</sup>) and it currently has a derelict toilet area to the rear. In the main entrance hall to the church there are 2 stone staircases allowing access to the first floor galleries which run along both sides of the church measuring approx.185 m<sup>2</sup> (1,991 ft<sup>2</sup>).

Hand washing and cloak room facilities are available on site.

Access to site will be during normal working hours 8.30 to 5pm. However, access at weekends and evening if required can be arranged.

The building will be secured and alarmed overnight.

Limited parking is available on site and vehicle access to main church doors for removal/delivery is available.

## **General requirements**

The Company tendering must be able to clearly demonstrate an expertise and proven track record in the area of stained glass work and working on listed and heritage buildings. This must include cleaning, repair, maintenance, renovation removal and reinstatement. This must ideally be in an ecclesiastical environment. Tenderers must supply full CV and details of their website and ideally several project reports from similar projects.

## **Contract duration**

**6 months**

## **PREAMBLE**

### **Ryde Town Council's Project Plan for St Thomas – The new home for Network Ryde**

The project's aim is to provide a safe, welcoming and inclusive space for young people where they feel comfortable and confident to be themselves. Network Ryde will strive to provide opportunities and, signposting to other agencies to all young people who access us.

Site Address.

St Thomas Church  
St Thomas Street  
Ryde  
Isle of Wight  
PO33 2JQ

## **THE ST THOMAS' CHURCH PROJECT FOR NETWORK RYDE- OVERVIEW**

The project will convert the disused St Thomas's Church, located in the very centre of the seaside town of Ryde on the northeast coast of the Isle of Wight into a community hub for young people under the management of Network Ryde - Ryde Town Council's award-winning youth service.

It will offer support, advice, and guidance to all young people (11-18 years old), along with supplying a safe space offering a variety of different sessions with room for adaption and flexibility based on the needs and wants of the young people. Youth Workers and trained volunteers are on hand during sessions to provide advice, guidance and support. There will also be purpose built confidential rooms which can also be used by other agencies to see young people such as Children's Social Care, Youth Offending Team and CAMHS. These agencies currently use our space at Network Ryde when sessions are not running however it is not ideal due to the full glass frontage.

The plan is to provide a safe, warm, welcoming, and confidential space for young people to spend time with their friends and to meet new people. They will have washing and showering facilities and cooking facilities and the opportunity to learn in a purpose built and designed kitchen area. The centre will also offer managed entertainment including Xbox, Wii, iPads, PCs, books, arts & crafts and board games.

Please note the project is high profile, being funded via a Government agency and of great importance to Ryde and the community. Successful suppliers will be advised of press and PR opportunities and requirements.

### **Instruction, information and service level agreement**

Tenders are sought by Ryde Town Council for the  
**STAINED GLASS & LEADED LIGHT CONSERVATION. EAST WINDOW**  
**At ST THOMAS CHURCH RYDE FOR NETWORK RYDE**

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The tenderer **MUST** tender for all specifications listed below.

The tenderer shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in their tender which shall (except in so far as is otherwise provided in the Contract) cover all the Contractor's obligations under the Contract and the Contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the Contractor's tender.

The contract will be awarded based on the most economically advantageous tender received. The assessment will be based on the following criteria:

- 70% on Price
- 20% on Qualitative Criteria
- 10% on Social Value

The qualitative criteria will be based on the additional information to be provided by the contractor as detailed in the Tender Submission contained within this document.

Ryde Town Council will consider track record of contractors that have provided previous satisfactory work for Ryde Town Council and will evaluate references for similar contracts.

It is to be noted that the Council is not bound to accept the lowest tender and if no tenders are received or if the assessment of the tenders of all tenders based on the above criteria are equal, then the Council may make such alternative arrangements for procuring the goods or services or executing the works as it thinks fit.

Once completed a signed copy of the form of tender document, a filled-out pricing schedule and any other additional information you think might help your tender should be returned in the enclosed envelope. The envelope shall not bear any distinguishing marks to identify the tenderer. Please remember to ensure the correct postage is used. Ryde Town Council cannot be held responsible for non-delivery. The sealed envelope can be hand delivered to the office during the normal RTC office hours.

The sealed tender must be returned to Ryde Town Council at the address given in the Form of Tender by: **12:00 midday 17/02/2023**

## SECTION 1 – PROJECT OVERVIEW

The capital works will employ a sympathetic conversion, restoration and some conservation of the building to meet the needs of Network Ryde into the 21<sup>st</sup> Century while still retaining the heritage and history of the original building alongside that. Its stained glass windows will be fully restored and its plaques and memorials conserved but a new chapter will be written by the addition of new heating and lighting systems, a full rewire, modern fully accessible showers and toilets with washing and drying facilities.

A kitchen and recreation area, dedicated “pods” for meeting and private areas and a new front office facility. The existing pews will be utilised as high speed internet and computer access areas and a new propose built kitchen area will allow teaching and children to cook meals. The current floor has 2 dropped aisles which need to be filled in so the floor is a flat surface for both mobility access and no longer a trip hazard.

The building will be fully insulated, with a new heating system, extensive solar panels with battery system and low energy flexible lighting. The project will also significantly improve the external image of the church and develop the surrounding area as a quiet and traffic free meeting and relaxation area for residents and visitors to the town. In addition, this space will also be available for dedicated fairs and external events. As such we considerate to be a unique combination of the old and the new and a rare opportunity to utilize and reuse an amazing space for the community for decades to come.

## SECTION 2 – CONTRACT DATES

### ST THOMAS CHURCH RYDE FOR NETWORK RYDE

#### STAINED GLASS & LEADED LIGHT CONSERVATION. EAST WINDOW

This project intended to remove, restore and reinstate the three stained glass windows to the east end of the church.

If required a photographic package is available. However interested parties are strongly advised to arrange a site visit to inspect the windows. Email [clerk@rydetowncouncil.gov.uk](mailto:clerk@rydetowncouncil.gov.uk).

#### Procurement timetable -

Activity	Deadline date & time
Publication of advert	25/01/2023
Closing date for submission of tenders	17/02/2023
Tender opening process	20/02/2023

Report to Council	28/02/2023
Notice of contract award	01/03/2023
Contract award date	01/3/2023
Contract start date	TBA
Contract end date	TBA by tenderer but not later than December 2023
Ratification of decision at committee meeting	

## OVERVIEW - East Window

The east window comprises of three large lancet stained glass windows, the centre being the tallest. The windows were installed in 1883. The stained glass windows are set into a wooden frame and not into the masonry. Overall they are in poor condition.

### Left stained glass window.

The stained glass window comprises four sections. The approx. overall size is 0.98m x 3.3m. There are eight saddle bars fixed into the wooden frame, some have been added at a later date to hold the window in. The top section is being pulled apart and daylight can be seen between the border glass and the inner glass with a gap of up to 4mm. The top section overlapping lead no longer sits over the top of the lower panel as it has been pushed out behind. The lower panel is being pulled part and there are broken painted and fired pieces of glass and again daylight can be seen. The third panel from the top is in a poor state, pieces of glass are hanging loose. The bottom section is also very loose and buckled. There appears to be very little leaded light cement between the glass and the lead which has allowed some water ingress.

### Centre stained glass window.

This window comprises five sections with 10 saddle bars in a wooden frame approx. overall size 0.97m x 3.65m. The top arch section has come away from the rebate around the head and daylight can be seen between the lead and the glass. The panel below it is loose and the movement has caused a metal saddle bar to break. The third panel is also loose, daylight can again be seen and the lead bars are splitting and failing. This panel is again not sitting on the overlap lead; it is riding over the panel below. The two panels below are weak and the leads which give the window its strength are breaking.

### Right stained glass window.

The stained glass window comprises four sections with 10 saddle bars. The approx. overall size is 0.97m x 3.3m. Some of the glass is hanging out and the top of the window is loose and appears to have dropped and some of the glass has shattered. The middle sections are in a poor condition. There have been some poor quality repairs carried out in the past and the painting and firing was inferior to the original and needs replacing. The bottom panel is buckling under

pressure of the movement and the glass is popping out of the leads. Daylight can be seen in various area.

### **SECTION 3 – CONTRACT SPECIFICATION**

#### **SPECIFICATION FOR REMOVAL, RESTORATION AND REINSTALLATION OF THE EAST WINDOWS.**

**Tender must include a work and method statement.**

##### **Overview.**

##### **1. Removal.**

- 1.1 Prior to removal, a written record and report must be made and photographs taken documenting the following: Overall condition, glass type, lead profile and size, design, saddle bars, dimensions.
- 1.2 Windows to all be removed with application of a low adhesive tape to the panels for support to the panel once it has been released from the frame and supporting saddle bars. The internal ties are cut releasing the panel from the saddle bars.
- 1.3 Loose mortar to be carefully removed to allow the safe extraction of the panel.
- 1.4 Rusting saddle bars must be replaced with non-ferrous bar such as black painted stainless steel as advised by English Heritage.
- 1.5 External wire mesh protective screen to be removed.
- 1.6 Temporary glazing or boarding to be installed to affect a weatherproof and secure seal. Supplier to advise preferred solution.
- 1.7 The leaded lights/stained glass panels must be carefully wrapped in cloth and laid on a horizontal flat surface and transported to the supplier's workshop or studio. Packaging to be placed between each light to further protect glass during transportation.

##### **2. Re-leading.**

- 2.1 Prior to dismantling a rubbing must be made of each panel to provides an accurate template with which to re-lead.
- 2.2 Each panel should be carefully dismantled by cutting the leads and releasing each individual pane.
- 2.3 Each piece of glass should be carefully cleaned using de-ionised water and lint free cloth and soft brushes.



2.4 As much of the original glass as possible must be conserved to allow the preservation of the historic integrity of the windows. Any broken pieces should be consolidated or bridged where at all possible or replaced where absent. Bridging of stained glass should only be undertaken if it does not interrupt the aesthetic value of the stained glass. Any new stained pieces required should be painted and fired to match the original using traditional methods.

2.5 Each panel is to be rebuilt matching the original configuration using lead came (bars) of the same width and profile as the original. All joints are soldered using 60/40 blowpipe solder.

2.6 A traditional linseed oil based leaded light cement should be used to waterproof and strengthen the panel which when almost dry should be cleaned by the removal of any excess cement. New handmade copper ties to be fitted as required.

### **3. *Re-installation.***

3.1 The council will provide full and clear scaffold access both internally and externally to stained glass windows.

3.2 The council will provide scaffolding to the supplier's specification.

3.3 The stained glass windows appear to sit within a hardwood frame. A quotation for this will be sort by separate cover and the supplier will be expected to liaise with the supplier for this tem to ensure correct sizing. The supplier may include a quotation for this element within this RFQ.

3.4 Supplier to advise preferred method for reinstallation.

3.5 Supplier to remove all temporary shuttering from site

3.6 Supplier to reinstate new external protective wire mesh.

### **4. *Other Notes and Site Requirements.***

4.1 All costs involved with ferry transport to be included if required. No additional expenses will be covered.

4.2 Supplier to offer Preferred Start date and End date.

4.3 It is anticipated that all three windows will be removed and reinstalled at the same time.

4.4 Supplier is responsible for all elements of H&S involved with their works while on site.

4.5 Supplier personnel will be required to wear high visibility jackets, hard hats and safety equipment as appropriate while on site.

4.6 Suppliers personnel will be required to sign in on a daily basis and make their presence known to the site manager.

4.7 Note the earliest Start date is April 2023.

4.8 Inspections of works on suppliers site by project manager and regular progress reports are required.

## **5 Quotation to include**

5.1 Method statement in compliance with the specification but highlighting any additional works or risks.

5.2 Cost. This to be broken down on a phased basis, i.e. Removal, Rebuilding, Installation.

5.3 Cost for supply and fit of the hardwood frames

5.4 Preferred start date, restoration time and estimated date of reinstallation.

5.5 Relevant experience / track record in this area.

5.6 The completed due diligence form

5.7 Any additional relevant information.

## **SECTION 4 - HEALTH & SAFETY**

The successful contractor will be required to supply all up to date and relevant risk assessments and safe working method statements before the contract commences.

An up-to-date risk assessment and method statement must be provided each year.

The method statement will consider the various risks within the works and set out clear methods for avoiding injury to operatives, the public or property.

## **SECTION 5 - INSURANCE AND COMPETENCY**

Tenders must provide up to date and relevant insurances including £10 million public liability, driving licence and car insurances, fully qualified and licenced professional information including S.I.A (Security Industry Authority) licence holders and First Aid Trained.

## **SECTION 6 - OTHER GENERAL SPECIFICATIONS**

### **Meetings**

A pre-contract meeting will take place to organise all specification outlines. Ryde Town Council will also arrange annual contract meetings to enable both parties to discuss the contract.

Emergency meetings can be called at any time and contractors can also call meetings when they feel appropriate.

### **Signage**

Tenderers will provide and put in place their own signage at all locations with their company, key out of hours information and logo. These locations will be organised with a Facilities Officer in the pre-contract meeting.

### **Point of contact**

Contractors will report to the facilities team throughout the duration of the contract.

### **Site visits**

The contractor is strongly advised to visit the locations listed and fully inform themselves as to the nature of the works asked of them.

### **Due Diligence**

All contractors wishing to tender must complete a Due Diligence checklist to be considered for the contract.

### **Information databases**

In the pre-contract meeting Ryde Town Council and the tenderer will work together to make a database for tenders to provide information on all security checks provided. Once organised the database will be made and tenders are to use the database to update with any information appropriate after each visual check, call out, health and safety issues, securing of sites, criminal damage, police calls and other relevant information.

The database will then get updated weekly by yourselves and sent to [facilities@rydetowncouncil.gov.uk](mailto:facilities@rydetowncouncil.gov.uk) on the designated day to ensure both parties are aware of all relevant information.

# SECTION 7 - FORM OF TENDER FOR THE

STAINED GLASS & LEADED LIGHT CONSERVATION. EAST WINDOW

## ST THOMAS CHURCH RYDE FOR NETWORK RYDE

Town Hall Chambers,  
10 Lind Street,  
Ryde,  
Isle of Wight,  
PO33 2NQ

Tuesday, 24 January 2023

Dear Sirs,

I / we have read the specification & contract terms and having understood, by site visits or otherwise, the requirements & the contract.

We offer to deliver the Stained Glass & Leaded Light Conservation project stated in the specification above for the fixed price sum of £..... (Including VAT) (in words) Per Annum.

The above prices are detailed in the supporting quotation checklist section (APPENDIX 6) and in a personal business quotation submitted including as much detail as possible.

I/we understand that Ryde Town Council is not bound to accept the lowest or any tender received. It can also accept either or both of the above at its sole discretion

I/we undertake, in the event of your acceptance of this tender, to execute a formal contract containing the terms & conditions of the tender.

I/we certify that this is a bona fide tender, intended to be competitive and that the amount has not been fixed or adjusted by any arrangement with any other person or organisation.

I/we undertake to keep this tender open for 6 months from the tender return date.

By signing this document, I/We have read and understand Ryde Town Councils Data Protection policy (APPENDIX 1).

Signature:.....

Position:.....

Being authorised to sign tenders on behalf of:.....

Name of Contractor:.....

Address:.....